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MEMORANDUM FOR: Training Liaison Officers

SUBJECT: Arranging for External Language Training

1. Planning for appropriate placement of applicants for External Language Training requires certain preliminary steps. Training Liaison Officers should make arrangements within each office and with the Office of Training to assure that these usual steps are taken in orderly fashion.
2. The Office of Training requires timely evidence of each applicant's ability to perform the desired training with reasonable promise of acceptable progress. Evidence of ability is normally determined as follows:
 - a. Personal Interview, with an instructor of the External and Language Training Division (ELTD).
 - b. Language Aptitude Testing, required for persons requesting language training at the basic level, or full-time external language training.
 - c. Academic Transcripts, (above high school level) required when training involves more than 8 contact hours a week or 256 contact hours a year, or a cost of more than \$500.
 - d. Assessment of Language Proficiency, required of all persons requesting language training above the basic level.
3. When the results of these preliminary screening steps indicate to the Office of Training that the individual has reasonable promise of making acceptable progress, the REQUEST FOR TRAINING AT NON-CIA FACILITY (Form No. 51-133) should be submitted. Specifications should be precise regarding language, level, emphasis, number of hours a week, duration, objective, and any other factors pertinent to planning content and schedule.
4. To allow time for an appropriate analysis of each request and for additional arrangements as necessary, the results of all preliminary steps outlined in paragraphs 2 and 3 above should be in possession of the ELTD in accordance with the following schedule:
 - a. For existing classes in the Washington area -- at least one week prior to registration dates.

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b. For training in the language schools of other government agencies (Army, Navy, FSI, NSA, etc.) — at least one month and preferably three months prior to registration dates.

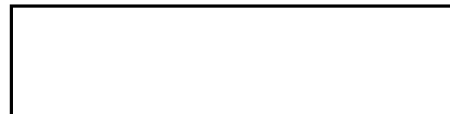
c. For training at academic institutions outside the Washington area — at least three and preferably six months prior to registration.

d. For tutorial instruction, or instruction requiring organization of a special class — at least one month, and preferably two months before training is to begin.

5. Each individual receiving external language instruction in the Washington area is expected to arrange on his own initiative for regular conferences with a staff member of the ELTD. at least every 8 weeks during instruction and within 2 weeks following conclusion of the language program. To be continued in training at government expense an acceptable proficiency rating must be attained. (Minimum acceptable proficiency ratings are "B," or "80%," or the equivalent.)

6. Normally, external language training will be accomplished by enrollment in established programs. There are 60 to 70 full-time intensive programs available in more than 30 languages, and there are numerous part-time programs. Tutorial training is discouraged except when no adequate program will be available within six months. Efforts will be made to organize special classes for groups of four or more unless an established program will be available within three months.

7. Out-of-hours training can be approved (up to 6 contact hours) on the same basis as duty-hours training. It should be clearly understood (a) that the candidate must be able to spend 2 hours in laboratory or other preparatory work for each contact hour, and (b) that the normal rate of progress in after hours training will be perceptibly slower than day-time training.



MATTHEW BAIRD
Director of Training

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